



Joe Lombardo
Governor



Amy Stephenson, Director
Governor's Finance Office

Brian Bowles, Administrator
Office of Project Management

STATE OF NEVADA

OFFICE OF PROJECT MANAGEMENT

1886 E. College Parkway | Carson City, Nevada 89706
Telephone 775-687-7220 | opm@opm.nv.gov

UNCLASSIFIED JOB ANNOUNCEMENT

Posted - 6/14/2023

Senior Enterprise Project Manager

Office of Project Management, Governor's Finance Office

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of an Executive Steering Committee comprised of the Director of the Governor's Finance Office, Director of the Department of Administration, and the State Controller.

AGENCY RESPONSIBILITIES:

The Nevada Office of Project Management (OPM) is engaged in an Enterprise Resource Planning (ERP) project to replace the core financial and human resources IT platforms for all executive branch agencies. OPM develops and maintains the project charter, engages with state agency leadership to achieve consensus, coordinates project activities, develops project plans and schedules, validates deliverables, enforces project quality standards, and communicates project status to all project stakeholders. Additionally, the OPM is responsible for the oversight of the integrated baseline, and all project management processes and related activities. Most importantly, the OPM ensures the project serves the needs of Nevadans and accomplishes the strategic priorities of the State of Nevada.

APPROXIMATE ANNUAL SALARY:

Up to \$157,628 plus benefits * (*Salary reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*)

BENEFITS:

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 12 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

POSITION DESCRIPTION:

This position reports to the Administrator, Office of Project Management.

Key Responsibilities are:

- **Project Leadership:** Take charge of complex enterprise-level projects, providing strategic direction, setting project objectives, and establishing project plans, schedules, and budgets.
- **Project Planning and Execution:** Develop comprehensive project plans, identifying project scope, deliverables, resource requirements, and timelines.
- **Foster Client Relationships and Experience:** Actively build and foster client relationships, continually refine, implement, and improve delivery methodologies that help ensure a positive customer experience.
- **Stakeholder Management:** Engage and collaborate with internal and external stakeholders, including

executive leadership, clients, team members, and vendors, to ensure effective communication, alignment, and project success.

- Project Tracking: Track progress against scope, goals, budget, timelines, etc.
- Risk Management: Identify and mitigate risks and resolve issues swiftly to keep projects on track.
- Team Management: Lead and inspire cross-functional project teams, providing guidance, support, and coaching to ensure optimal team performance and cohesive collaboration.
- Quality Assurance: Ensure high-quality project deliverables by implementing robust quality control processes and conducting thorough reviews and evaluations.
- Change Management: Proactively manage project-related changes, assessing their impact, developing change management strategies, and effectively communicating and implementing changes across the organization.
- Budget and Resource Management: Monitor project budgets, resource allocations, and expenditures, ensuring optimal utilization and cost-effectiveness while adhering to financial constraints.
- Reporting and Documentation: Prepare and deliver regular project status reports, executive summaries, and presentations to stakeholders, highlighting progress, risks, and recommended actions.
- Best Practices and Continuous Improvement: Stay up to date with industry trends, project management methodologies, and best practices, actively contributing to the enhancement of project management processes and tools.

TO QUALIFY:

Required Education and Experience:

- Master's degree in Business Administration, Public Administration, Computer Science, Information Technology, or related field and 7 years of successful project management track record for full life cycle (small and large) of software implementation projects using a structured approach/methodology, *or*
- Bachelor's degree in Business Administration, Public Administration, Computer Science, Information Technology, or related field and 8 years of successful project management track record for full life cycle (small and large) of software implementation projects using a structured approach/methodology, *and*
- Current PMP, or equivalent, certification, *and*
- Proven and referenceable track record of successfully managing and delivering complex enterprise projects.

Preferred Experience:

- Working knowledge of public sector at the country, state, or federal level.
- Working knowledge of client side and vendor side ERP implementations.

POSITION LOCATION: Carson City, Nevada

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:

Governor's Finance Office – Office of Project Management

Attn: Lynda Barr

1886 College Parkway

Carson City, NV 89706

(775) 687-7220

or email to: l.barr@opm.nv.gov

In subject line please reference: <Position Title on Job Announcement>

The State of Nevada is an Equal Opportunity Employer.